



U.S. Department of Justice

Bureau of Prisons

Federal Correctional Institution

Seagoville, TX 75159

Number: SEA 5267.06(b)

Date: March 28, 2003

Subject: Visiting Regulations

Institution Supplement

DISTRIBUTION: All Departments

1. PURPOSE: The purpose of this supplement is to establish guidelines and procedures for the Inmate Visiting Program at the Federal Correctional Institution (FCI), Federal Detention Center (FDC), and Satellite Camp (SCP), Seagoville.
2. DIRECTIVES AFFECTED: Bureau of Prisons Program Statement 5267.06, Visiting Regulations, dated May 17, 1999, is referenced. Institution Supplement 5267.06, Visiting Regulations, dated September 1, 2001, is canceled.
3. ACA STANDARDS REFERENCED: 3-4149, 3-4165, 3-4180, 3-4181, 3-4186
4. ACTION:

A. Visiting Facilities

FCI

Visits will be held in the Visiting Room in Building 3. To conform to fire and safety regulations, the aisles of the Visiting Room must remain clear. Outside visiting will be permitted in the yard in front of the Visiting Room at the discretion of the Visiting Room #1 Officer with the concurrence of the Operations Lieutenant. Inmates and visitors must use the chairs provided in the area. Inmates will not be allowed to stand or walk beyond the designated outside visiting yard.

FDC

Visits will be held in the Visiting Room at the Federal Detention Center. To conform to fire and safety regulations, the aisles of the Visiting Room must remain clear. Inmates and visitors must use the chairs provided in the area.

SCP

Visits will be held in the Multi-Purpose Room at the Satellite Camp. To conform to fire and safety regulations, the aisles must remain clear. Inmates and visitors must use the chairs provided in the area, and are not allowed to move the chairs. This includes taking them to the outside patio. Outside visiting will be permitted on the patio area adjacent to the Multi-Purpose Room at the discretion of the Camp Officer. Inmates will not be allowed to stand or walk beyond the designated outside patio yard.

B. Visiting Times

FCI

Mondays, Thursdays, and Fridays 4:30 p.m. to 8:30 p.m.
Sundays, Tuesdays, Wednesdays, Saturdays, and Holidays 8:00 a.m. to 3:00 p.m.

Holidays include all recognized Federal holidays. If the holiday falls on a day scheduled for Evening Visiting, the Day Visiting schedule will be followed.

Inmates will be released from the Units to the Visiting Room immediately following the clearing of the 4:00 p.m. count or 4:30 p.m., whichever one is later.

FDC

Visiting hours are from 8:00 a.m. to 3:00 p.m., seven (7) days per week. Scheduled Visiting Hours for the FDC (J1 and J2) are as follows:

Unit J1

Mondays, Wednesdays, Fridays from 8:00 a.m. - 11:00 a.m.

Tuesdays and Thursdays from 12:00 p.m. - 3:00 p.m.

Saturdays (odd numbered) from 8:00 a.m. - 3:00 p.m.

Sundays (even numbered) from 8:00 a.m. - 3:00 p.m.

Unit J2

Tuesdays and Thursdays from 8:00 a.m. - 11:00 a.m.

Mondays, Wednesdays, Fridays from 12:00 p.m. - 3:00 p.m.

Saturdays (even numbered) from 8:00 a.m. - 3:00 p.m.

Sundays (odd numbered) from 8:00 a.m. - 3:00 p.m.

SCP

Visiting hours are from 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays, and designated Federal Holidays.

C. Frequency of Visits and Number of Visitors

Inmates may receive visits during scheduled visiting periods. However, each inmate will be limited to a total of ten (10) visiting points per month. Visiting points are assigned as follows:

2 points per Saturday, Sunday, or Holiday visit

1 point per Monday, Tuesday, Wednesday, Thursday, or Friday visit

The Escorting Officer will escort no more than ten (10) visitors at a time to and from the Visiting Room. Children capable of walking on their own will be considered as part of the ten (10) allowed visitors.

Camp Visiting will be on Saturday/Sundays and designated federal holidays. The same 10-point visiting procedures will be adhered to. Visiting times will be scheduled consistent with visiting times for the FCI.

Termination Procedures

Due to space limitations, the Operations Lieutenant and/or Institution Duty Officer are authorized to terminate visits. Every effort will be made to terminate those visits from the local commuting area first.

D. Visitors

The Correctional Counselors will be responsible for each inmate's Approved Visiting List. No more than ten (10) friends and/or associates and unlimited family members that can be confirmed will be included on the Visiting List. Inmates who are exception cases for custody classification purposes will have their approved list of visitors closely reviewed by the Unit Manager. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, guardian, or immediate family member at least 18 years of age, must have written notarized approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

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Additionally, visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons.

E. Inmate Visiting Material

The Approved Visiting List (Attachment A) will be maintained by the Front Lobby Officer during scheduled visiting. The inmate's name, register number, and Unit will be placed on the form.

When Unit Staff prepare the Visiting List (Attachment B), one (1) copy will be placed in Section Three (3) of the inmate's Central File. As additions or deletions occur, Unit Staff will update the Approved Visiting List.

The Visiting Regulations (Attachment C) will be reviewed by all approved visitors prior to the visitor's initial visit.

All new Approved Visiting Lists, Special Visiting memorandums and revised Approved Visiting Lists will be delivered to the Control Center by Unit Staff on Wednesdays by 2:00 p.m. The Unit Counselors will be responsible for filing and updating inmate visiting information weekly.

As inmates are released or transferred from the institution, Unit Staff will be responsible to ensure the Approved Visiting List is placed with the inmate's Central File.

The Front Lobby Officer will be responsible for maintaining the security of all active Approved Visiting List files.

The Visiting Room Officer will maintain a chronological record of visits, including the inmate's name and register number, number of persons visiting, and the date and time visits began and ended. The Front Lobby Officer will track all visiting points on the Approved Visiting List which is retained for one (1) year and then destroyed, unless the inmate is released or transferred. Any other pertinent information is recorded on a Notification to Visitor form (Attachment D), which will be maintained in the Visiting Room file cabinet. This form will be retained for one (1) year.

F. Attorney and Special Visits

Attorney visits will take place in the Attorney/Client visiting booths located in the Visiting Room unless otherwise specified by the Unit Manager.

The Unit Team will be responsible for scheduling all Attorney/Special visits according to the following procedures:

- 1) Approval for special visits will be coordinated through the inmate's Unit Manager, Institution Duty Officer, or Operations Lieutenant. All special visits must be authorized by the Warden. The Special Visit form (Attachment E) will be approved by the Warden and forwarded to the Lobby Officer prior to the visit.
- 2) Attorneys will request their visits in advance. The request will be in writing; however, a telephone call or FAX message will suffice in unusual situations. Visits can be approved and scheduled during non-visiting days according to the availability of Unit Staff. However, attorneys should visit during regular visiting hours, on visiting days if possible. If a visit is approved on a non-visiting day, the Unit Manager will distribute the Special Visit form with details of the visit (name of attorney, inmate's name, register number, custody, time of visit, and Unit Staff member who will be providing direct supervision).

Upon arrival, the attorney will sign in at the Control Center and show proper identification. An Attorney's Bar Association Card is required. The staff member responsible for escort will search any articles (briefcase, papers, etc.) for contraband. Unit Staff will escort the attorney to the Visiting Room and provide direct supervision at all times for attorney visits during non-regular visiting hours. Following completion of the visit, the inmate will be strip searched and returned to the Compound. The attorney will be escorted to the Control Center.

- 3) Attorney visits scheduled during regular visiting hours will not require a Special Visit form if the attorney is on the Visiting List. In the event an attorney arrives at the institution during regular visiting hours who is not on the approved Visiting List, and a Special Visit form has not been distributed in advance, the Unit Staff or Institution Duty Officer will be notified by the Front Entrance Officer. Unit Staff or the Institution Duty Officer should make every effort to facilitate attorney/client visits. Attorneys should not be denied access to visiting during regular visiting hours by Officers or Unit Staff. The Institution Duty Officer should be consulted in these cases.

G. Identification and Searches of Visitors

- 1) All visitors will enter the Front Entrance through the visitor's entrance and will be processed through the metal detector prior to entering the institution. Visitors to the FCI will also be required to be screened with the Ion Scan Narcotic Detection System. Every visitor will have a photo identification or two (2) alternate forms of identification (Social Security Card or other form of identification) before being processed into the institution. All visitors will be marked with an identifying stamp before leaving the Control Center. They will submit to a strobe light inspection upon termination of the visit.
- 2) A Visiting Room Officer will escort no more than ten (10) visitors to and from the Visiting Room after properly identifying the visitors. Inability to establish identity will be reported to the Operations Lieutenant before the visit is allowed.
- 3) All visitors entering the institution are expected to use good judgment and taste in their manner of dress. Refer to the Visiting Regulations for specific guidelines. If there are any questions regarding proper dress, the Lieutenants' Office should be contacted.
- 4) Staff will monitor all areas of visitation. This includes, but not limited too, restrooms, the seating areas inside and outside, vending area, the walkway to and from the visiting room and the area for legal visits. This can be done with the use of the cameras and making unscheduled and frequent walking rounds of the visiting area.

H. Inmates Housed in the Special Housing Unit

Inmates housed in Administrative Detention and Disciplinary Segregation will be permitted to receive visitors in the Visiting Room unless restricted by the Captain. If the Captain is unavailable, the Operations Lieutenant will make the decision in accordance with Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated October 11, 2000. Visits for inmates in Administrative Detention or Disciplinary Segregation will be terminated at 2:30 p.m., during Day Visiting, and 8:00p.m., during Evening Visiting, to provide time for escort back to Special Housing Unit. Visiting will take place next to the Visiting Room Officers' Station.

I. Inmates Housed in the Federal Detention Center (FDC)

- 1) Only immediate family members will be permitted to visit. Immediate family includes mother, father, brother, sister, wife, daughter, and son. Normally, a visitor may not visit with more than one (1) inmate at the same time. At the time of intake screening, all commitments

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will complete the Approved Visiting List which will subsequently be reviewed by the Counselor. The Approved Visiting List and file will be typed and placed in the Visiting Room on the regular

workday following the day of commitment.

- 2) Legal Visits Attorneys who request a legal visit may visit between 6:00 a.m. and 9:30 p.m. daily. Attorneys must have proper identification in the form of an Attorney's Bar Association Card and photo identification (such as a driver's license). Visitors who are not attorneys and wish to enter the institution as legal assistants, interpreters, or paralegals must have prior written approval from the Warden.
- 3) Visitor Processing Visitors will be processed in accordance with this supplement. Smoking is not permitted inside the FDC. Tobacco products, matches, and lighters are prohibited. Inmates may not handle money at any time.
- 4) Legal Documents Normally, all legal documents will be mailed to the inmate. If time constraints preclude mailing, legal documents may be brought in by an attorney with prior approval from the Jail Administrator. The material must be in a sealed envelope and will be handled in accordance with legal mail procedures. Inmates will not be allowed to take legal materials to the Visiting Room without prior approval.

J. Inmate Searches and Visiting Room Requirements

All inmates going into the Visiting Room will be pat searched and all inmates coming out of the Visiting Room will be strip searched at the end of the visit. Inmates may be randomly strip searched at the discretion of the Officer prior to entering the Visiting Room. This includes normal visiting days and attorney special visits during non-visiting days. All inmates departing the Visiting Room will report to the Officers' Station and await processing. At 3:00 p.m., during Day Visiting, and 8:30 p.m., during Evening Visiting, the inmates being processed out of the Visiting Room will assemble in the area where the Officers' Station is located and await processing.

Visitors will not be allowed in the area where the vending machines are located after 2:30 p.m., during Day Visiting, and 8:00 p.m., during Evening Visiting.

When entering the Visiting Room, inmates will be dressed in clean, issued khaki shirts with their shirts tucked in to present a neat appearance. Tee-shirts will not be worn in the Visiting Room. Only issued steel-toe safety shoes or the steel-toe tennis shoes purchased from the Commissary are permitted during visiting. No hats will be allowed unless there is a medical reason.

Items that inmates may take into the Visiting Room are limited to a comb, plain wedding band, prescription eyeglasses, institution handkerchief, and a religious chain, with or without a religious medal.

K. Restroom Facilities

Inmates will not use the same restroom facilities as the visitors. All inmates will be escorted to the restroom provided for inmates and will be supervised while in the restroom. FPC inmates will be authorized use of the unisex restroom in the Multi-Purpose Area

L. Restricted Visits

When inmates are placed on restricted visiting, the Captain's Office will prepare the DHO Sanction-Loss of Visiting Privileges memorandum (Attachment F).

The Federal Detention Center has established a non-contact visiting area. Any inmate who has violated the Inmate Discipline Policy, may be placed on Non-Contact Visiting status. It may be used as a UDC/DHO Sanction or upon approval of the Jail Administrator, Associate Warden, or Captain.

M. Inmates Transferred to a Hospital

- 1) At no time will visits be approved by contract guard service personnel.
 - 2) Unit Teams will prepare a Visiting List with appropriate visitors' names for the Warden's signature and approval.
 - 3) Approved visitors for inmates transferred to a local hospital will visit in accordance with the visiting procedures of the hospital or the attending physician.
5. OFFICE OF PRIMARY INTEREST: Correctional Services
 6. EFFECTIVE DATE: March 28, 2003

K. J. Wendt, Warden

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Visiting Regulations
Attachment A

UNIT

APPROVED VISITORS

LAST NAME

FIRST NAME

RELATIONSHIP

CITY

STATE

ZIP

1.

2.

3.

VERIFIED BY _____

[illegible]

FEDERAL CORRECTIONAL INSTITUTION
SEAGOVILLE, TEXAS

Visiting List

List below your mother, father, step-parent, all sisters and brothers (full/half/step), wife, children, ex-wife, etc. **PLEASE LIST THEM ALL.** If you want them approved for visiting, write YES in the visit column. In addition to your immediate family (parents, grandparents, sisters/brothers, and their spouses, wife, and children), you may have friends (and their spouses) on your list of approved visitors. Keep in mind that such relatives as aunts, uncles, and cousins are not considered immediate family. Indicate as visitors only those people who will be visiting you at this institution.

INMATE NAME _____

REGISTER NUMBER _____

RELATION	NAME	AGE	ADDRESS	VISIT

IF MORE SPACE IS NEEDED, OBTAIN ANOTHER VISITING FORM FROM YOUR COUNSELOR

cc: Central File

FEDERAL CORRECTIONAL INSTITUTION
SEAGOVILLE, TEXAS

VISITING HOURS

F.C.I.

Visiting hours are from 4:30 p.m. to 8:30 p.m. each Monday, Thursday, and Friday. Visiting hours are from 8:00 a.m. to 3:30 p.m. each Sunday, Tuesday, Wednesday, Saturday, and Federal holidays.

F.D.C.

Visiting hours are from 8:00 a.m. to 3:00 p.m., seven (7) days per week. Scheduled Visiting Hours for the FDC (J1 and J2) are as follows:

Unit J1

Mondays, Wednesdays, Fridays from 8:00 a.m. - 11:00 a.m.
Tuesdays and Thursdays from 12:00 p.m. - 3:00 p.m.
Saturdays (odd numbered) from 8:00 a.m. - 3:00 p.m.
Sundays (even numbered) from 8:00 a.m. - 3:00 p.m.

Unit J2

Tuesdays and Thursdays from 8:00 a.m. - 11:00 a.m.
Mondays, Wednesdays, Fridays from 12:00 p.m. - 3:00 p.m.
Saturdays (even numbered) from 8:00 a.m. - 3:00 p.m.
Sundays (odd numbered) from 8:00 a.m. - 3:00 p.m.

S.C.P.

Visiting hours are from 8:00 a.m. to 3:00 p.m. Saturdays, Sundays and designated Federal Holidays.

VISITING REGULATIONS

1. Children under 16 years of age must be accompanied by an adult member of the family or guardian and be listed on the Approved Visiting List of the inmate. The number of visitors per inmate is limited to four (4) adults (16 years of age or older) and four (4) children per visit. The authorization for any more than (4) adult visitors per inmate will be the responsibility of the Operations Lieutenant or Institution Duty Officer and will depend on the availability of space in the Visiting Room. If the Visiting Room becomes too crowded, inmates with more than four (4) visitors will be asked to reduce their visitors to four (4). If more space is needed, the Operations Lieutenant and/or Institution Duty Officer are authorized to terminate visits. Every effort will be made to terminate those visits from the local commuting area first.
2. Anyone visiting the institution must be on an inmate's Approved Visiting List or be approved in advance for a Special Visit.
3. For identification purposes, visitors will be required to present driver's licenses or other photo identification.
4. Appropriate dress will be worn by all visitors. Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as guidelines for appropriate dress:
 - No see-through or provocative garments.
 - No plunging neck lines.
 - Hem of dress must be knee length when standing.
 - No wrap-around skirts.

- No strapless/sleeveless clothing of any type, except for children 10 years of age or younger.
- No form-fitting clothing.
- No shorts or short pants except for children 10 years of age or younger.
- No khaki colored pants or shirts.
- Appropriate footwear is required. No shower shoes or thongs.
- No hats of any type. During inclement weather, small children will be allowed to wear headgear after a thorough search.
- Any questionable clothing will be cleared through the Operations Lieutenant or the Institution Duty Officer before being allowed into the Visiting Room.

5. Visitors are not allowed to bring food, gifts, games, needle-work, pocketbooks, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business deals/transactions and written messages may not be exchanged during a visit. Money will not be accepted for an inmate in the Visiting Room. Items purchased in the Visiting Room vending machines will be consumed in the Visiting Room.

Note: Baby diapers, food, and bottles, etc., will be allowed, but will be limited to the amount that will be consumed or used during the visit. Any baby food article will be of the type which is factory sealed and pre-mixed. No loose powder baby food will be allowed. Baby car seats will be allowed if they are the type that can be thoroughly searched.

6. Physical Contact

A kiss and embrace are permitted at the beginning and end of the visiting period. Heavy petting is prohibited. Filing of nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. Inmates will not be permitted to visit with the guests of other inmates. Additionally, inmate visitors will not be permitted to mix with the visitors of other inmates while inside the secure institution.

7. Movement in the Visiting Room

Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision. Inmates will not be permitted to make purchases from nor accompany their guests to the vending machines.

8. Supervision of Children

It is the responsibility of the inmate to control the behavior of their young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under the direct supervision of the inmate or adult visitor at all times.

9. Security of the Visiting Room Doors

All doors to the inside Visiting Room area are to remain locked and controlled by the Visiting Room Officers, except for the fire exit. This is necessary to account for all movement in and out of the area.

10. Outside Visiting Area

During nice weather, the outside visiting area will be used provided staff are available for supervision. The outside visiting area is the grassy area directly outside the entrance to the Visiting Room. To the left of the area is a brown wooden fence; to the right are flower beds and a sidewalk to the Auditorium. Visitors and inmates are to remain in the immediate area of the umbrellas and sidewalk. The outside visiting area for the FPC is the front patio and the children's play area.

11. Coin purses and wallets are allowed. Visitors are encouraged to take only limited amounts of cash into the Visiting Room. Inmates are not permitted to have money in their possession. Only visitors will be allowed to use the vending machines located in the Visiting Room.

12. Seating

All visitors of inmates who are housed in the Special Housing Unit will be assigned seats by Visiting Room Staff. Visiting Room Staff can assign seating to general population inmates if deemed necessary.

13. Smoking is not allowed in the Visiting Room. Smoking is allowed in the outside visiting area.

14. Statutory Authority

Title 18 USC § 1791, provides a penalty of not more than 25 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a Federal Penal Institution, or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC § 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a Federal Correctional Institution are subject to search. All articles are likewise subject to search.

15. Location

The Federal Correctional Institution is located in the city limits of Seagoville, Texas, which is approximately 15 miles east of Dallas, Texas on Highway 175. Visitors traveling east on Highway 175 from Dallas should take the Simonds Road exit. The entrance to the institution will be on the access road. Visitors traveling west on Highway 175 toward Dallas should take the Simonds Road exit and turn left over Highway 175, to the institution entrance. Visitors may contact the institution by telephone, seven (7) days per week during the hours of 8:00 a.m. and 4:00 p.m., at (214) 287-2911.

16. Commercial Transportation

Commercial transportation in the Dallas/Fort Worth Metroplex area may be obtained by contacting the following area transportation centers:

1. Greyhound Trailways Bus Lines - (800) 440-7712
2. Yellow Cab of Dallas - (214) 426-6262
3. Dallas/Fort Worth International Airport - (972) 574-8888
4. Love Field Airport - (214) 263-1717

17. Parking

Visitor parking is authorized in the first parking lot to the right after entering the institution grounds. Handicapped parking spaces are available shortly beyond the visitor's parking lot on the left hand side of the entrance road. Visitors are not allowed to wait in the parking lot or Lobby area unattended. In addition, any visitors found to be loitering in the parking lot will be asked to leave the area. Visitor parking for the FPC is authorized in the Training Center parking lot.

ANY VIOLATION OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate to be Visited: _____ Register No. _____

It is a Federal crime to bring upon the Institution grounds any firearm, destructive devices, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the Life, health, or safety of an individual without the knowledge and consent of the Warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. A visitor has the option to refuse any of the searches or tests or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visiting will be terminated. Any exception must be approved by the Visiting Room Officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS? Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes___ No __	Narcotics	Yes___ No __
Explosives	Yes ___ No __	Marijuana	Yes ___ No __
Weapons	Yes ___ No __	Camera	Yes ___ No __
Ammunition	Yes ___ No __	Food Items	Yes ___ No __
Metal Cutting Tools	Yes ___ No __	Alcoholic Beverages	Yes ___ No __
Recording Equipment	Yes ___ No __	Prescription Drugs*	Yes ___ No __

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the Officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. Code, Section 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Name of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____



***U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Seagoville, Texas 75159***

March 28, 2003

MEMORANDUM FOR VISITING ROOM OFFICER

FROM:

SUBJECT: Special Visit

Inmate's Name _____ Reg. No. _____

Visitor _____

Relationship to Inmate _____

The above visitor has been approved for a special visit. Upon completion of this special visit, please forward this form to the appropriate Unit Manager.

APPROVED BY

Unit Manager

K. J. Wendt, Warden

To be completed by the Visiting Room Officer

Date of Visit _____

Comments _____



***U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Seagoville, Texas 75159***

March 28, 2003

MEMORANDUM FOR ALL CONCERNED

FROM: (Name here)
Discipline Hearing Officer

SUBJECT: DHO Sanction - Loss of Visiting Privileges

This is to advise you the below listed inmate has been sanctioned with the Loss of Visiting Privileges in accordance with Program Statement 5270.07, Inmate Discipline and Special Housing Units.

Name _____

Reg. No. _____

Sanction for _____ (months/days) from the date of this memorandum.

If you have any questions or concerns, please do not hesitate to call.

cc: Visiting Room File
Visiting Room Officer
Captain
Unit Manager
Central File